

12<sup>th</sup> March 2020

Dear Pupils and Parents

As you may have seen on the news, or heard from friends and family, coronavirus is now in the UK and there are a small number of cases diagnosed in our region.

Our Academies are open for business as usual and will be moving forward unless Government advice changes. Our priority is to our pupils, to make sure you are safe and to continue your learning. We would also like to remind you of the steps that you must take to ensure to reduce the spread of coronavirus.

### What you can do to reduce infections spreading

You should wash your hands often and thoroughly with soap and water. In particular, you should wash your hands after going to the toilet, before eating or handling food, and when you get to work/get home. We also provide hand sanitiser dispensers throughout our Academies for use when soap and water are not available. In addition, please ensure that you:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze;
- put any used tissues in the bin straightaway and wash your hands immediately after handling used tissues;
- try to avoid touching your eyes, nose or mouth if you have not washed your hands recently; and
- try to avoid close contact with people who are unwell.

You may notice our cleaning staff working during school hours, this is to ensure we take every measure to prevent an outbreak. Our cleaning staff are using special preventative cleaning materials which combat and kill Coronavirus.

### What to do if you feel ill

Common symptoms of coronavirus include:

- a fever;
- a dry cough; and
- shortness of breath.

Having these symptoms does not necessarily mean that you have corona virus. However, if your child has these symptoms, and feels unwell, they must not attend school. **You must notify school as soon as possible using the normal absence procedures, and inform us that this is the reason.** If you have recently returned from Iran, China, South Korea or Italy the current advice is to self-isolate. If you are unsure, please contact the Academy.

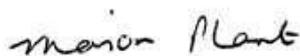
If in any doubt, you should visit the [111.nhs.uk](https://www.111.nhs.uk) website, where you can get further medical advice via telephone. There is a tool at [111.nhs.uk/service/covid-19](https://www.111.nhs.uk/service/covid-19) for you to carry out an initial check if you think you have symptoms.

If possible, you should avoid going to your doctor or a hospital to prevent infections from spreading.

### Further communications from us

Our pupils are our priority, please remember as you see more about this in the press that those most severely affected to date have been elderly and have existing underlying health issues. We will continue to follow Government guidelines, and we will keep you up to date and when those guidelines change. As we enter an important part of the year, it is vital that you continue to come to school attend classes and complete your work and please be assured we are taking every measure to keep you safe and keep you learning.

Best wishes



Marion Plant OBE  
Chief Executive Officer

